

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 266
PAGE
NO. 1.

1. Requesting Agency

MILITARY DEPARTMENT

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1946 - -
Quantity: 26 letter-size drawers and 3 check-size transfiles
File Arrangement: Chronological
Annual Accumulation: 3 drawers
Disposable Amount: 25 cubic feet
Audit: State and Federal

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry are to be retained permanently. Specifically the supporting records are:

Comptroller of the Treasury

Form No.

E-1-S

E-1 and E-1/2

DD-1

R-2 (formerly MR-2)

Memorandum of Adjustment

Distribution of Charges

Transmittal

Certificate of Deposit and Bank Deposit Slip

Monthly Report of State Funds Collected and Deposited

Distribution of Unexpended and Obligated Balances

Monthly Statement of Balances

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Milton A. Record
Signature

The Adjutant General

Title

October 3, 1956

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/5/56
Date

Morris S. Radloff
Archivist

OCT 8 1956
Date

McLuskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2.

4.
Item
No.

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6. Recommendation
of Hall of Records
and Board of Public
Works.

Purchasing Bureau (Department of Budget and Procurement)

1-A Requisition for Supplies
17-A Purchase Order
100-16 Out-of-Schedule Requisition for Supplies
39-A and 40-A Stores Requisition
CF-2 Copy of Contract Awarded
CF-1 Capital Fund Requisition for Equipment
100/24 Actual Emergency and Repairs Report
27-A Copy of Contract Awarded
CF-3 Copy of Contract Awarded
Delivery Invoice
26-A Notice of Award of Contract
52 Credit Memorandum
51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2
Budget Schedule Amendment Sheet
B.P. Inv. R101 Report of Fixed Assets (annual)
B.P. Inv. R102 Report of Materials and Supplies (annual)
B.P. Inv. 6 Materials and Supplies Physical Inventory (annual)
Budget Form Nos.
1 thru 11 Budget Estimates Fiscal Year (13 pages including
farm statement)

Others

1034 Public Voucher for Purchases and Services other than
Personal (U.S. Comptroller General form).
Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Canceled Checks

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED (STATE AND
FEDERAL), WHICHEVER IS LATER, AND THEN DESTROY.**

**2. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL
RECORDS RETENTION SCHEDULE.**

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

APPROVED
HALL OF RECORDS COMMISSION

FILED BY
BOARD OF PUBLIC WORKS

OCT 1953

SECRETARY

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(Continuation Sheet)SCHEDULE
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6. Recommendation of Hall of Records and Board of Public Works.

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

3. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee

Leave applications

Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

RECEIVED BY
BOARD OF PUBLIC WORKS

SECRETARY